

Article 15 – B

PROFESSIONAL DEVELOPMENT FUND

A. Amount. The amounts for the listed fiscal years are as follows:

1. Effective October 1, 2014, or as soon thereafter as administratively feasible, the Employer shall add \$125,000 to the Professional Development Fund to be administered jointly by the Union and the Employer.
2. Effective October 1, 2015, or as soon thereafter as administratively feasible, the Employer shall add \$150,000 to the Professional Development Fund to be jointly administered by the Union and the Employer.
3. Money not used in any given fiscal year will carry over to the next fiscal year.

B. Eligibility. The following conditions shall apply to eligibility for reimbursement from the fund.

1. The employee must have successfully completed his/her first 1,040 hours of state service and must be in satisfactory performance status prior to receiving approval from the fund.
2. The employee shall notify the supervisor and request leave to attend the conference, training or seminar prior to the time that he/she requests Union approval for reimbursement from the Professional Development Fund. Such leave requests shall not be unreasonably denied.
3. Operational needs of the Employer may preclude leave approval. However, if such approval has been granted and the employee has expended funds in reliance upon the leave approval, and the leave approval is subsequently rescinded, the Department shall reimburse the employee for the amount the employee has expended.
4. The Department is under no obligation to approve administrative leave.
5. The employee will comply with all DMB requirements for filing reimbursement requests. Reimbursements from the PDF are subject to the provisions of the Standardized Travel Regulations (STR), unless otherwise agreed by the Union and the Employer, and the Internal Revenue Code. Reimbursement from the tuition reimbursement program of the PDF is available only to employees who agree to continue employment with the State of Michigan for a minimum of one year after completion of the event being reimbursed. Courses or training submitted for reimbursement shall directly lead to improvement, change, or a college degree in a field of work, which is job related or leads to preparation for a potential promotion which benefits the department.

6. Tuition reimbursement from the PDF shall not exceed 100% of the costs associated with the course when combined with tuition reimbursement under Article 15A.
 7. Failure to comply with any of the provisions of the PDF may be cause for forfeiture of the employee's previous approval.
- C. The following conditions shall apply to the joint administration of the PDF by the Union and the Employer:
1. The Union and the Employer agree that processing requests for reimbursement is a priority. The Employer agrees to process PDF requests as they are received from the Union. By doing so, a completed request will not take any longer than eight working days to submit to the Department of Management and Budget. If a situation occurs that will cause the Employer to miss the eight day time frame, the Employer will formally notify the Union in writing of the reason for the delay.
 2. This Article is not affected by Executive Directive 2003-17 that restricted travel by state employees.